

**STATEMENT OF WORK**  
**MAINTENANCE AND TECHNICAL SUPPORT SERVICES**  
**FOR**  
**BASE TELECOMMUNICATIONS SYSTEMS**

**1.0 BACKGROUND/INTRODUCTION**

Indian Head Division, Naval Surface Warfare Center and its tenant activities have an on-going requirement for contractor support to upgrade and maintain the base's aging telecommunications infrastructure. This support includes trouble-shooting and repair services. The services are required on an as needed basis for routine repairs and any time there is a loss of service due to severe weather conditions such as high winds, falling trees, ice storms, or snow, and in cases of inadvertent cable cuts, cable knockdowns or other disruption of service.

**2.0 SCOPE**

This Statement Of Work (SOW) describes the maintenance, materials and technical services required from the contractor to maintain and upgrade the overall telecommunications infrastructure at the NSWC Indian Head base proper, and the Naval Explosive Ordnance Disposal Technology Division (NAVEODTECHDIV) tenant site at Stump Neck. Other supported Indian Head base tenant activities include: the Explosive Ordnance Disposal School (EODS), Naval Sea Logistics Center, Joint Interoperability Test Command (JITC), Chemical Biological Response Force (CBIRF), Medical/Dental & Environmental Industrial Hygiene, Naval Ordnance Safety and Security Activity (NOSSA), Resident Officer in Charge of Construction (ROICC), Housing Office (NAVFAC), Navy Federal Credit Union (NFCU) and the American Federation of Government Employees (AFGE). Tasking requires a timely response to trouble calls as well as consulting services to support telecommunications upgrade projects. Update and maintenance of base cable records and the generation of task, time and material invoices are required.

**3.0 APPLICABLE DOCUMENTS**

This section presents a listing of documents which apply to the contractor's performance under this contract. This list is not all inclusive. Those documents designated as Government-furnished (GF) will be supplied to the contractor at the time of contract award. Those documents designated as contractor-furnished are the responsibility of the contractor to acquire.

- American National Standards Institute, National Electrical Safety Code, and ANSI C37.93, Guide for Protective Relay Applications for Audio Tones Over Telephone Channels (CF)
- Institute of Electrical and Electronics Engineers Standards application to telecommunications (CF)
- 29 CFR 1910, OSHA's General Industry Standards (CF)
- National Fire Protection Association Standards (CF)
- Federal Telecommunications Standards (FED-STD) (CF)
- OP 3565, Electromagnetic Radiation Hazards to Ordnance (HERO) (GF)
- DI-MGMT-80227, Contractor's Progress, Status and Management Report (GF)

**4.0 REQUIREMENTS:**

The contractor shall provide qualified personnel and, on a Fixed Price basis, all materials to maintain, repair and upgrade typical base installed communications equipment and components. Qualified personnel are required to have knowledge and experience in emergency repair and replacement of both underground and overhead service cables. Cable types include; fiber optic, Category 3 thru Category 7 twisted pair data wire, shielded cable and up to 1,000 pairs telephone cable. A 20 minute response time is required. The contractor shall provide consulting services and support for all telecommunications upgrade projects. The contractor is required to update and maintain configuration control Record Plat Books for four Base Telecommunications Cables.

#### **4.1 Emergency Services**

The contractor shall respond to a Request for Emergency Services within 20 minutes after notification by the Base Telecommunications Management Office. Notification may be verbal or written. Normal acceptable modes of notification are; beeper, telephone, Fax, E-mail, portable radio or written work order. The contractor shall maintain a service vehicle stocked with most common usage repair items and materials. The inventory list shall be coordinated with and approved by the Government TPOC. The contractor shall provide a vehicle with Hi-Lift capability to facilitate overhead repairs.

##### **4.1.1 Severe Weather**

The contractor shall respond to loss of communications services resulting from severe weather conditions such as; high winds, falling trees, ice storms, snow and flooding. The telecommunications contractor is NOT responsible for clearing away debris, snow, water, etc. prior to beginning the repair work. Work area clearance is the responsibility the Government or it's contracted agency.

##### **4.1.2 Dig-Throughs**

The contractor DOES NOT provide digging service. The contractor shall provide cable dig-through repair services after cable access has been provided by the Government. Contractor and Government shall abide by all OSHA safety standards.

##### **4.1.3 Knock-Downs**

The contractor shall provide a capability to reach and repair overhead cables. The contractor is NOT responsible for resetting or replacing damaged poles. The contractor shall repair and/or replace pedestal type junction boxes.

##### **4.1.4 Other Loss of Service**

Other loss of service situations, such as no dial tone (NDT), may require an emergency response by the contractor. The Base Telecommunications Office makes the determination based upon the user's mission requirements.

#### **4.2 System Upgrades and Infrastructure Maintenance**

Due to an aging infrastructure and an ever increasing demand for more and better telecommunications capabilities; base cables, wiring, frames, circuits, switches, terminals, etc., require constant update. Based upon his knowledge of the condition of the base's telecommunications infrastructure, the contractor shall provide the Base Telecommunications Director a prioritized listing of potential problem areas. Based upon trouble call type and frequency, projected system demands, technological advancements in hardware and software, and the availability of funds, the Director and the contractor shall work together to develop a plan for system upgrades and/or replacements. The following are areas where actions are anticipated:

4.2.1 Voice/Data Cable Installation—The contractor shall install Cat 3 – Cat 7 Data Wire and terminals from the hub to the desktop. Installation of wiring inside existing structures will be required. Anticipated annual requirement is for approximately 50 work orders at 100 buildings, to install approximately 12,000 feet of wire and 2,000 terminals.

4.2.2 Cable Run Replacements— The contractor shall provide cable run replacements. A typical cable run replacement consists of replacing approximately 100 feet of 50 to 1,000 pair underground or overhead service cable. Fifteen (15) run replacements per year are anticipated. The contractor is not responsible for trenching or setting poles.

4.2.3 Pole Redress—In many instances at Indian Head, when communications poles are replaced, the old pole, with its accumulated hardware, is left standing beside the new pole. The contractor shall remove the hardware from the old pole, and, if appropriate, install it on the new pole. If re-installation is not appropriate, the hardware shall be returned to stock. Approximately five (5) pole redresses are anticipated per year.

4.2.4 Base T-1 Line Installation—The contractor shall install on-base (not off base) T-1 lines as requested by the base Telecommunications Director. One (1) 600 yard, T-1 installation per year is anticipated.

### **4.3 Configuration Management**

On all actions that affect the configuration of the Indian Head telecommunications infrastructure, including Stump Neck and the other tenant activities, the contractor shall provide the proper paperwork and log the changes in the appropriate Navy Cable Plant and Plat book records located in the “Frame Room” of the Telecommunications Facility (Bldg. 698). Four books are currently in use.

### **4.4 Frame Room**

All telecommunication lines and cables in and out of Indian Head and Stump Neck interconnect inside the “Frame Room” of building 698. Many trouble calls can be satisfied by manipulating wiring on circuit boards that make up the frames within this room. Many malfunctions can also originate at these junctions. Age, heat, corrosion, broken wires, malfunctioning circuit breakers, heat coils and other equipment failures can cause a loss of service. The contractor shall trouble shoot and repair frame related malfunctions and service losses.

### **4.5 Consulting**

The contractor shall be available to answer questions and provide recommendations regarding telecommunications issues. The contractor shall participate in project meetings and advise the Government on telecommunication related matters. Upon request, the contractor shall develop design layout plans that include estimated man-hour and parts requirements. Two (2) tasks per year are anticipated.

## **5.0 PROGRESS REPORTS**

5.1 Monthly Status Report The contractor shall provide a Monthly Status Report containing the following information:

- Work performed, problems encountered and actions taken.
- Detailed breakdown of costs incurred.

The Status Report shall be submitted in accordance with CDRL A001. The final Monthly Status Report shall contain a summary of actions completed under this contract.

## **6.0 OTHER REQUIREMENTS:**

6.1 Travel: Local and Long Distance travel are not required for this effort.

6.2 Materials: Procurement of materials is authorized.

6.3 Government Furnished Materials/Equipment/Information (GFM/E/I) and Building Access: If it becomes necessary during the performance of this requirement, the Government Technical Point of Contact (TPOC) shall provide the contractor any GFM/GFE/GFI required to perform this SOW.

The TPOC shall determine the value and administer distribution of the items to the contractor via DD Form 1149. The TPOC shall also send a copy of the DD Form 1149 to the NAVSEA Indian Head Contracting Specialist listed in Block 6 of the *Order for Supplies or Services* (DD Form 1155), issuing this Contract.

Upon completion of the task, the TPOC and the COR shall coordinate appropriate return/disposal actions. The contractor shall return/dispose of the items as directed by the TPOC. Transfer of GFM/E/I between the government and contractor shall be via DD Form 1149.

The Government will provide the access necessary for the contractor to accomplish the tasks described in this SOW. Access will include buildings and structures (host and tenant) on both Indian Head base proper and the Stump Neck facility.

6.4 Contractor Furnished Equipment/Materials and Supplies: The contractor shall be responsible for furnishing, on a Fixed Price basis, all equipment, materials and supplies necessary to accomplish the work under this contract that are not otherwise furnished by the Government.

All equipment provided by the contractor shall meet OSHA safety requirements.

6.5 Security Clearances: This contract requires performance in areas critical to the operation of the Command, in controlled, restricted, secure areas, and access to sensitive, unclassified information. The contractor shall employ U. S. Citizens, per SECNAV 5510.36 para. 6., and may be subjected to a trustworthiness determination per SECNAV 5510.30A. Trustworthiness determinations are the sole prerogative of the Commanding Officer and may be the basis for granting and denying access to controlled areas. The contractor shall comply with the Facility Access Determination (FAD) program requirements for trustworthy determinations in accordance with SECNAVINST 5510.30A, Chapter 7-5.

All key personnel associated with this contract shall have at a minimum a DoD "SECRET" clearance. The contractor shall have access to information and compartments with a "SECRET" classification. All deliverables associated with this SOW are "UNCLASSIFIED" unless otherwise specified on the individual Work Order. Individual Work Orders shall specify the security requirement.

6.6 Points of Contact:

The Contracting Officer's Representative (COR) for this requirement is:

**Mr. Robert Hicks**, Code 655B  
Indian Head Division  
Naval Surface Warfare Center  
101 Strauss Avenue, Bldg. 303  
Indian Head, MD 20640-5035

Voice: (301) 743-4628 ext. 244  
Fax: (301) 743-4934  
E-mail: [hicksrl@ih.navy.mil](mailto:hicksrl@ih.navy.mil)

The Technical Point of Contact (TPOC) for this requirement is:

**Mr. James E. Williams**, Code 0532JW

Indian Head Division  
Naval Surface Warfare Center  
101 Strauss Avenue, Bldg. 698  
Indian Head, MD 20640-5035

Voice: (301) 744-6498  
Fax: (301) 744-4913  
E-mail: [williamsje@ih.navy.mil](mailto:williamsje@ih.navy.mil)